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5 April 1973

MEMORANDUM FOR: Deputy Director for Management & Services
SUBJECT : Office of Training Weekly Report

1. Courses

a. CIA Today and Tomorrow

Forty-nine employees (maximum was set at 50) representing all directorates attended the pilot running held Tuesday through Thursday, 27-29 March, at Headquarters. Student participation was excellent and we are encouraged by the success of the course.

b. NPIC Team Building Activity

Seventeen branch chiefs from NPIC's Imagery Exploitation Group attended the course conducted [REDACTED], 27-29 March. (This was a special course designed specifically for NPIC.) Four division chiefs also joined the group for exercises on Wednesday evening and Thursday. The attendees agreed that the course was very worthwhile and should be continued for the same management levels of other NPIC components.

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c. Practical Supervision for Communications Careerists

STATINTL The use of video tape as a training technique was intro-
duced in the course held 26-29 March []

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[] A tape was made of one of the role-
playing exercises and then used in discussing and cri-
tiquing employee-supervisor interaction. The class felt
the tape was an excellent learning aid. We plan to use
the technique in future runnings.

d. Records Management: File Procedures Seminar

Total attendance at the three spring sessions of the
seminar (including the one given on 22 March) was 85; a
37% increase over the three given last fall. Because of
the increased demand another seminar is planned for some-
time in April or May.

e. Weapons and Defensive Driving

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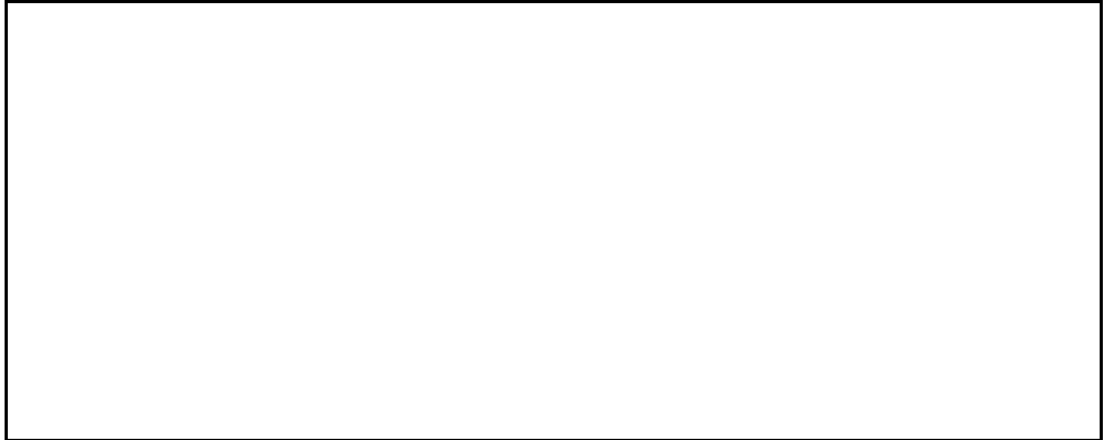
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The course was held 26-30 March []

[] with 15 students in attendance. Five additional
students attended the defensive driving portion of the
course, including one Secret Service officer from the Vice
President's staff.

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STATINTL -- Mr. [redacted], Training Officer, CI Staff, reports that the FBI is placing increased emphasis on counter-intelligence operations for its officers at the midcareer and junior level. He suggests that OTR may be called upon to provide instructional support and if so, the requirements will be spelled out in a memorandum to the Director of Training.

STATINTL -- OSR held a conference at [redacted], 22-23 March; 33 officers participated.

-- Five briefings on CIA were given during the week of 26 March, including one at Headquarters on 28 March for two Secret Service agents. (The Secret Service has recently taken over from State the responsibility for protecting visiting foreign dignitaries.)

3. Guest Speakers

Attached is a list of high-level guest speakers for the week beginning 8 April.

[redacted]

Director of Training

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